



Department of Energy

Washington, DC 20585

QA: QA

OCT 18 2002

MEMORANDUM FOR: R. Dennis Brown (RW-3)

FROM: James Blaylock *James Blaylock*
Office of Quality Assurance

SUBJECT: Office of Civilian Radioactive Waste Management (OCRWM)
Quality Assurance (QA) Audit OQA-ARC-02-14 of the Office
of Quality Assurance (OQA) at Las Vegas, Nevada

Please be advised that a team of auditors led by Robert L. Blyth, Program Manager of the National Spent Nuclear Fuel QA Program, will conduct an audit of the OCRWM QA Program as implemented by OQA in Las Vegas, Nevada, November 18-22, 2002. The OCRWM QA Program is described in the DOE/RW-0333P, Revision 12, *Quality Assurance Requirements and Description* document and implementing procedures. The audit will be conducted in accordance with the enclosed audit plan.

Observers from the state of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties may also accompany the audit team.

You are hereby requested to arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team access to appropriate OQA documentation and records.

Representatives from the audit team will be contacting your staff to set up interview appointments. Please advise them of this and request that they make themselves available.

If you have any questions, please contact Robert L. Blyth at (208) 526-1181 or me at (702) 794-1460.

OQA:JB-0107

Enclosure:
Audit Plan OQA-ARC-02-14

*NM5507
WM-11*



OCT 18 2002

cc w/encl:

Margaret Chu, DOE/HQ (RW-1) FORS
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QA: QA

**OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
QUALITY ASSURANCE AUDIT PLAN**

FOR

AUDIT OQA-ARC-02-14

OF THE

OFFICE OF QUALITY ASSURANCE

IN

LAS VEGAS, NEVADA

NOVEMBER 18-22, 2002

Prepared by: 

Date: 10/10/02

Robert L. Blyth

Audit Team Leader

National Spent Nuclear Fuel Program QA

Approved by: 

Date: 10/17/02

James Blaylock

Office of Quality Assurance

ENCLOSURE

1.0 SCOPE

The scope of this audit will be limited to the activities performed by the Office of Quality Assurance (OQA) in Las Vegas, Nevada that are subject to the DOE/RW-0333P, Revision 12, *Quality Assurance Requirements and Description* (QARD) document. The purpose of the audit is to verify OQA's compliance with the procedures that control their quality-related activities.

In addition, a review of the status of deficiency documents identified during the previous audit of the OQA (Audit Number OQA-ARC-01-15) will be included in the scope of this audit to determine the effectiveness of the corrective actions, as well as the status of any open deficiency documents.

The audit focus will be prioritized consistent with the importance of OQA's roles and responsibilities as identified in Section 3.0 of this plan.

2.0 AUDIT SCHEDULE

Pre-Audit Team/Observer Meeting:

8:30 a.m.
November 18, 2002
Las Vegas, Nevada

Pre-Audit Conference:

9:00 a.m.
November 18, 2002
Las Vegas, Nevada

Audit Activities:

10:00 a.m. to 4:00 p.m.
November 18, 2002
Las Vegas, Nevada

8:00 a.m. to 4:00 p.m.
November 19-21, 2002
Las Vegas, Nevada

Post-Audit Conference:

10:00 a.m.
November 22, 2002
Las Vegas, Nevada

There will be a daily Audit Team/Observer meeting starting Tuesday, November 18, 2002, at 4:00 p.m. to review audit progress. Beginning on Wednesday, November 19, 2002, there will also be a daily Audit Team Leader/Observer Management meeting at 8:00 a.m. to communicate audit progress, to discuss potential deficiencies, and to establish needed liaison. Both daily meetings will be held at locations provided by the OQA.

3.0 REQUIREMENTS AND PRIORITIES

The QARD document forms the basis for this audit.

The audit team will verify compliance with the procedures that implement the following sections of the QARD as they apply to the OQA and prioritized as follows:

3.1 Highest Priority

Section 5.0, "Implementing Documents"
Section 16.0, "Corrective Action"
Section 18.0, "Audits"

3.2 Medium Priority

Section 2.0, "Quality Assurance Program"
Section 4.0, "Procurement Document Control"
Section 6.0, "Document Control"

3.3 Lower Priority

Section 1.0, "Organization"
Section 7.0, "Control of Purchased Items and Services"
Section 17.0, "Quality Assurance Records"

4.0 ACTIVITIES TO BE AUDITED

Checklists will be developed from the QARD and the following procedures:

- LP-1.1Q, Revision 0, ICN 0, *Organization*
- AP-2.1Q, Revision 2, ICN 0, *Indoctrination and Training of Personnel*
- AP-2.2Q, Revision 1, ICN 0, *Establishment and Verification of Required Education and Experience of Personnel*
- LP-2.2Q-OCRWM, Revision 0, ICN 1, *Maintenance of the QARD and ISMQAP*
- LP-2.4Q-OCRWM, Revision 0, ICN 0, *Quality Assurance Program Controls*
- AP-2.26, Revision 0, ICN 0, *Quality Assurance Surveillance*
- LP-4.1Q, Revision 2, ICN 0, *Procurement Actions*

- LP-4.2Q, Revision 0, ICN 0, *Procurement of Services*
- LP-16.1Q-OCRWM, Revision 0, ICN 0, *Review of Procurement Records for use in the Verification Confirmation of Data or Technical Information*
- AP-5.1Q, Revision 3, ICN 2, *Plan and Procedure Preparation, Review, and Approval*
- AP-6.28Q, Revision 0, ICN 1, *Document Review*
- AP-7.4Q, Revision 5, ICN 2, *Supplier Evaluation and Qualified Suppliers List (QSL) Maintenance*
- AP-16.1Q, Revision 5, ICN 0, *Management of Conditions Adverse to Quality*
- AP-16.3Q, Revision 3, ICN 0, *Trend Evaluation and Reporting*
- AP-17.1Q, Revision 2, ICN 3, *Record Source Responsibilities for Inclusionary Records*
- AP-18.1Q, Revision 0, ICN 0, *Audit Personnel Qualification*
- AP-18.2Q, Revision 0, ICN 1, *Supplier Surveys/Audits*
- AP-18.3Q, Revision 0, ICN 0, *Internal Audit Program*

5.0 AUDIT CONDUCT

The audit will be conducted according to procedure AP-18.3Q.

6.0 AUDIT TEAM MEMBERS

The audit team is independent of the activities being audited.

Robert L. Blyth, National Spent Nuclear Fuel Program/Program Manager,
Audit Team Leader
Wayne E. Booth, P.E., Audit Team Member

7.0 AUDIT CHECKLIST

Compliance-Based Checklist OQA-ARC-02-14.